

McLean County Health Department AmeriCorps position:

McLean County Health Department is the host site for an AmeriCorps member who works with the Emergency Preparedness team. This is an 11-month, full-time (37.5 hours per week) position that is administered through the Illinois Public Health Association.

The AmeriCorps member will be primarily working with Health Department employees to expand and strengthen public health emergency preparedness and response activities. Many of the Public Health Emergency Planning and Response (PHEPR) Program activities are completed by working in small groups; therefore, good interpersonal and group skills will be valued. In addition, the AmeriCorps member will work with staff from the Health Education, Communicable Diseases and Immunization programs. The demands made on the Health Department's resources are high and the ability to multi-task and to meet deadlines are also critical.

Job Duties:

- Assist with department and community bioterrorism and public health emergency preparedness (EmPrep) programs and activities, developing/updating procedures, and the ongoing evaluation and revision of PHEP plans
- Assist with implementing complete the activities outlined in the Public Health Emergency Preparedness (PHEP) Annual Workplan and NACCHO-Medical Reserve Corps Capacity Building awards and other grants; to include the 2016 Operational Readiness Review.
- Serve as Team Leader for the MCHD MRC unit; coordinate and attend meetings, prepare training calendar, and coordinate service activities.
- Assist with initial planning for the 2016 Disaster Mental Health Conference.
- Attend meetings of the McLean County Disaster Council, the ESF #8 Committee, and the Access and Functional Needs Advisory Panel (AFNAP).
- Assist with required documentation for grants and awards programs
- Assist with the development of and/or preparation for bioterrorism and emergency preparedness-related exercises, conferences, presentations, webinars and meetings.
- Assist with community events promoting health department services.
- Attend online, local and/or out-of-town assigned meetings and trainings.
- Assist with vaccination campaigns, communicable disease investigations and surveillance activities.
- In an actual event, serve as the MCHD documentarian and POD volunteer coordinator.
- Other duties as assigned by the Host Site Supervisor or designated representative.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

Required:

- Hold a bachelor's degree or be a junior or senior currently enrolled as a student in a four year degree program in health, science or human services areas
- U.S. citizen, U.S. National, or lawful permanent resident alien.
- Valid driver's license and proof of insurance.
- Excellent communication skills, including written, oral and interpersonal.
- Proficient computer skills (Microsoft Office)
- Consent to a criminal background check.

Preferred:

- Strong leadership, communications and organization skills. Spanish fluency desirable but not mandatory.

Applications are being taken now at <http://AmeriCorps.ipha.com>. The application window closes June 29, 2015.

Questions concerning this position should be directed to:

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